



Foreign Affairs Manual

VOLUME 2 – General

Transmittal Letter: GEN-296

Date: October 01, 1999

**SUBCHAPTER 040-UNASSIGNED;
SUBCHAPTER 110-POST MANAGEMENT;
SUBCHAPTER 140-SPECIAL EMBASSY PROGRAM;
SUBCHAPTER 150-SEALS, COATS OF ARMS, AND FLAGS;
CHAPTER 800, PUBLIC AFFAIRS;
SUBCHAPTER 960, GIFTS TO THE DEPARTMENT OF
STATE**

MAJOR CHANGES

1. Treat all this material as new. Much of the material in the old 2 FAM 110 has been reorganized and rephrased. This subchapter also includes material from the old 2 FAM 040 and from 11 FAM, as well as other totally new material.
2. Other significant changes include revisions to the CLO function and hiring at posts, and the descriptions and list of designated officers.
3. Subchapter 2 FAM 040 is hereby cancelled. Most of the material in that subchapter is moved to subchapter 2 FAM 110, under cover of this transmittal letter. The material was not moved as a body, so read it carefully.
4. Subchapter 140-this is the general policy and procedures for the Special Embassy Program (SEP). It is all new material.
5. Subchapter 150 is revised to include policy and procedures for flying the POW/MIA flag.
6. Chapter 2 FAM 800 is hereby cancelled. The material in that chapter is moved to 10 FAM 100, under cover of transmittal letter PEC-1, dated October 1, 1999.
7. Chapter 2 FAM 960 is revised to cover gift solicitations formerly carried out by the U.S. Information Agency (USIA).

8. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency (USIA) related to International Broadcasting are transferred to the Broadcasting Board of Governors (BBG). Accordingly, all provisions of *the Foreign Affairs Manual* previously applicable to USIA continue in effect with respect to the BBG until further notice.

9. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM sections 1114, 1115.2, and 1118).

FILING INSTRUCTIONS

1. Remove and discard subchapter 040 including exhibits (TLs: GEN-285, 4-1-93; and GEN-276, 6-16-92; 12 pages total) and replace it with the new unassigned subchapter 040 (1 page total).

2. Remove and discard subchapter 110 including exhibits (TL:GEN-280, 11-2-92; 14 pages total) and replace it with the new revised subchapter 110 (47 pages total).

3. Remove and discard subchapters 130-140 (Unassigned) and replace it with the new revised subchapters 130 (unassigned, 1 page total) and 140 (4 pages total).

4. Remove and discard subchapter 150 (TL:GEN-231; 08-21-1985; 27 pages total), and replace it with the new revised subchapter 150 (26 pages total).

5. Remove and discard Chapter 800 (TL:GEN-290; 10-20-95; 16 pages total) in its entirety and replace it with the new revised Chapter 800 (1 page total).

6. Remove and discard subchapter 960 (TL:GEN-269; 03-16-1991; 18 pages total), and replace it with the new revised subchapter 960 (18 pages total).

7. For those who maintain a hard copy of this volume, after inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:GEN-296, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.

2. The *Foreign Affairs Manual* (unclassified) is also available in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/RPS/MMS/CRE, directly. The Coordinator is located in Room 1659 NS, 202-736-4881, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.

3. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

4. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretation to the appropriate substantive office. DIR (202-647-4085) can provide assistance in identifying that office.

(A/RPS/DIR)